
EMPLOYMENT OPPORTUNITY

BUYER ASSISTANT

(At-Will with Benefits / Full-Time Position)

THE SALARY: \$14.04 hourly, \$29,203 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary, upon meeting eligibility requirements, and employees may contribute up to the specified Internal Revenue Service requirements; Social Security paid by employees is matched by CAPSBC, as well as Medicare; merit advancement.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to Monday – Friday 8:00 a.m. to 5:00 p.m. and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) is recruiting for a Buyer Assistant to independently assist in performing a broad range of office/warehouse duties to include receive, unload, store, issue and deliver equipment, property, materials and supplies; take inventories, maintain records of capital equipment acquisitions, locations, transfers and dispositions; obtain bids by phone; letter, personal contact or formal bid process; obtain product information from sales representatives to evaluate performance and quality; perform relief work as required.

EXAMPLES OF DUTIES: Under general supervision, the incumbent shall perform such duties as: Receive, unload, store, deliver and maintain supplies, equipment and materials in proper storage areas; inspect incoming shipments to assure correct price, quality/quantity are received in accordance with the orders, verify invoices/billings for accuracy; fill requisitions by delivery or over the counter; participate in periodic and annual physical inventories of warehouse stock, supplies and equipment; may perform minor repairs on equipment, move, assemble furniture, shelves and racks; conduct mailing for the Agency; record and maintain data recording using a tracking and monitoring system regarding the pick up, inventory, storing and distribution of Agency donations; schedule and maintain periodic maintenance services for Agency-owned/leased vehicles to include licensing, insurance requirements and smog check program; prepare inter-department garage/motor pool billings monthly; perform routine clerical work using computer, calculator, fax and copy machine; maintain files and logs, retrieve

and post data in an automated and/or manual inventory records system; lift and move heavy objects and equipment weighing up to 85 pounds; prepare necessary correspondence and reports; assist with purchasing commodities and services; reviews bids for price acceptability in relation to specifications and conformance to agency policy; resolves routine problems such as damaged goods, delivery delays, incorrect merchandise, billing and payment errors; prepares necessary documents and reports; provide vacation and temporary relief as required.

MINIMUM QUALIFICATIONS: **Education / Experience:** High school graduation or equivalent and 18 months of recent paid office warehouse /experience, which included receiving, storing, delivering and inventory duties or purchasing related experience. Applicants must read, write and speak English at a level appropriate to the position. **Knowledge / Abilities / Skills:** **Good knowledge of:** English usage, grammar, spelling, vocabulary and punctuation; warehousing and storekeeping methods and procedures; safety principles and practices; inventory techniques. **Ability to:** Independently follow oral and written instructions; communicate and deal diplomatically and tactfully with persons from varied social, economic and cultural backgrounds (over the telephone and face to face); prepare and maintain required correspondence and reports' operate a variety of office/stockroom related equipment; lift and move heavy objects/equipment weighing up to 85 pounds and operate vehicles in compliance with applicable safety rules; work in a fast-paced working environment and overtime as required; perform mathematical computations of average difficulty; operate a forklift and pallet jack. **Skills:** Proficiently operate various computer hardware and software applications (i.e.) Microsoft Word, Excel, Windows, Outlook, email and use the internet to conduct research, copy machine, calculator and other assigned machines, equipment and vehicles.

SPECIAL REQUIREMENTS: Applicants must possess/maintain a valid California Driver License, be insurable and have/maintain a good driving record throughout the course of employment. In addition, applicants must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout course of employment. Applicants considered for an interview must submit a Department of Motor Vehicle (DMV) Driving Report (dated within previous 90 calendar days) upon request from the CAPSBC Operations Division. An unacceptable DMV Driving Report will result in no further consideration for the position applied for. Employees receive reimbursement per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work) based on the approved IRS mileage rate. Applicants must possess (or be able to obtain within 30 days of hire) a current forklift operator's license

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC Application form to the Operations Division, 696 S. Tippecanoe Avenue, San Bernardino, CA 92415-0610. Applications must be typed and not hand written. Applicants can go to the CAPSBC website to complete an application on line, print it and submit the completed application to the Operations Division. No hand written applications will be accepted for employment opportunities. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to fully complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in no further consideration.

CAPSBC is an EQUAL OPPORTUNITY/ADA COMPLIANT EMPLOYER. For further information regarding this position, please contact the Operations Division at (909) 723-1531.

CLOSING DATE: Continuous until a sufficient pool of qualified applicants is identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 11/01/10

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program/division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun and other newspapers and the CAPSBC website. **Applications are accepted on a continuous filing basis until the position is filled.** Persons desiring to compete for a position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating “see resume.”

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. “At-Will” employment can be terminated at any time with or without cause by the agency or employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 7:30 a.m. -5:30 p.m., Monday to Thursday, Friday 8:00 a.m.-5:00p.m., excluding holidays, or go to: www.capsbc.org

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.